



National Institute for Public Health  
and the Environment  
*Ministry of Health, Welfare and Sport*

*Financial*  
information  
leaflet

If you submit an invoice to RIVM for products supplied or services rendered, that invoice will need to comply with a number of instructions. The instructions, including what happens in the event of compliance or non-compliance are set out in this leaflet. We also explain how to send your electronic invoice.

## Your invoice must comply with the following instructions:

1. Please submit your invoices electronically, i.e. as e-invoices.
2. You should only send invoices (in line with purchase order) for goods or services for which you have received a confirmation including purchase order number (PO number).
3. Always specify on your invoice:
  - a. the purchase order number;
  - b. a clear description of the products supplied and/or services rendered; and
  - c. the information that the Belastingdienst (Dutch Tax and Customs Administration) stipulates must be specified on an invoice. See [www.belastingdienst.nl](http://www.belastingdienst.nl) for further information.

If you submit your invoice to us in the proper way, we will settle it within 30 days. If your invoice does not comply with the instructions, it will not be accepted. In such cases, we will return the invoice along with a request to submit it in the correct way.

If the information on your invoice does not correspond to the information on the purchase order, we may need longer to process the invoice. This means that we may not be able to guarantee settlement of the invoice within 30 days.

## Got a question on the payment of a submitted invoice?

Questions on the payment of your invoice can be emailed to [crediteurenadministratie@rivm.nl](mailto:crediteurenadministratie@rivm.nl).

Or call +31 (0)88-6897599. Reminders can be sent to [aanmaningen@rivm.nl](mailto:aanmaningen@rivm.nl).

See also: Basisfactuur Rijk guidance via [www.logius.nl](http://www.logius.nl)

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## How e-invoicing works

There are various ways of submitting e-invoices to us:

### 1. Via Peppol (previously Simplerinvoicing):

Peppol is an international network that makes it quick, easy, secure and reliable for governments, businesses and other organisations to exchange e-invoices. Keen to find out whether your finance or invoicing software is already connected up to Peppol? Or have any other questions regarding Peppol? Feel free to get in touch with Tradeinterop by sending an email to [support@tradeinterop.com](mailto:support@tradeinterop.com). If you are already connected up to Peppol, you will be able to use the following Organisation Identification Number (OIN): 00000004000000062000.

### 2. Via e-mail:

If you have already prepared an e-invoice in UBL, XML, INSBOU or HR-XML format, send the invoice by email to [OIN00000004000000062000@invoices.tradeinterop.com](mailto:OIN00000004000000062000@invoices.tradeinterop.com).

### 3. Via Tradeinterop's e-invoicing portal:

Tradeinterop helps organisations with such things as e-invoicing. RIVM included. Tradeinterop's e-invoicing portal will make it quick and easy for you to send e-invoices to RIVM. We are covering the costs that Tradeinterop charges for sending e-invoices to RIVM for the time being. For further information, see [e-invoicing portal | e-invoicing the Ministry of Health, Welfare and Sport | tradeinterop](#).